

**CITY OF ASHEVILLE - TRANSPORTATION DEPARTMENT
TEMPORARY / STREET / LANE / SIDEWALK / CLOSURE PERMIT**

Location and description of closure:

Purpose of closure:

Beginning date of closure:

Ending date:

Daily hours of closure (if applicable):

Requesting Company / Organization (required):

Representative:

Signature:

Address:

City / State / Zip:

Telephone:

Fax:

E-mail:

TERMS and CONDITIONS

1. Applications for closures must be received at least 7 business days before the closure. The Traffic Engineer or his or her designee may approve exceptions.
2. A traffic control plan of the areas (streets/sidewalks) to be closed must be included with the application to be reviewed.
3. The applicant shall be responsible to properly close the street, travel lane, or sidewalk according to the current edition of the Manual on Uniform Traffic Control Devices (MUTCD) and an approved traffic control plan, and/or as directed by the City Traffic Engineer, the City Engineer, Fire Department officials, or Police Department Officers. The approved closure permit and traffic control plan must be on site of the closure. Failure to do so may result in a revocation of the permit until corrective measures are made. The applicant shall be responsible for providing all necessary traffic control devices.
4. The applicant shall be responsible for notifying adjacent businesses, residents, and other applicable parties at least 7 days prior to the closure.
5. Any full width closure of any city street will require advance approval by the City Fire Marshal or other Fire Department Official. The Traffic Engineer or designee will forward the permit to the Fire Department for approval.
6. Any permit that will include a structure or scaffolding over a sidewalk or street will require advance approval by an official from the Building Safety Department.
7. For any closure that will render metered parking spaces inaccessible for use contact the Parking Services Division @ 259-5792 to rent/reserve the affected spaces.

CITY OF ASHEVILLE USE ONLY

Permit fee is \$50.00 for 30 calendar days from date of approval and for a closure longer than 30 days the fee will be \$100.00. \$_____

Remarks / Special Conditions:

Approved by: _____

Date: _____

Traffic Engineer / Designee

(If required, see 5 & 6 above)

Approved by: _____

Date: _____

Fire Official or Building Safety Official

City of Asheville
Transportation Department
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